



FILING AND RETENTION SCHEDULE

Directive: 11 – 101

Date of Issue: July 2013 Amends/Cancels: Chapter IX Sec 2

I. PURPOSE

The purpose of this Directive is to establish policies and procedures relating to the filing and retention of records, reports and correspondence.

II. POLICY

It is the policy of the Department of General Services Maryland Capitol Police (DGS-MCP) to establish and maintain files in accordance to procedures set forth in this Directive.

III. PROCEDURES

A. ADMINISTRATIVE FILES

These files consist of all correspondence, records and reports which relate to the internal management and general administration of all DGS-MCP.

ADM

1 Records Management

Contains a copy of applicable Filing and Retention Schedules.
Maintain the schedule as an ongoing file by updating when amended or revised.

1-1 Records Transmittal and Report

Contains a completed copy of DGS-RM-11 form. Retain detachment copy for twenty-five years, then destroy.

1-2 Certificate of Record Disposal

Record copy maintained by Records Center. Retained by State Records Center for 5 years. Retain the non-record copy for one year, then destroy.

2 General Orders

Contains a copy of all General Orders issued to announce policies affecting the entire department. Receipt or Appraisal of Orders, Memoranda and Manual Revisions Form 42

will be attached to the applicable General Order. This file also includes the General Order Issuance Record. Retain until order has been superseded, rescinded, or canceled, then move to inactive file.

2-1 General Orders (Inactive)

Contains a copy of each General Order issued by the originating source which has been superseded, rescinded, or canceled. Record copy maintained by the originating source. Retain three years after order has been superseded, rescinded, or canceled, then destroy.

3 Special Orders (Active)

Contains a copy of all Special Orders which affect specific segments of activities and are of a temporary or self-canceling nature. This file also includes the Special Order Issuance Record. Retained by the originating authority until superseded, rescinded, or canceled, then remove to the inactive file. Orders received from other authorities shall be retained until superseded, rescinded, or canceled, then destroy.

3-1 Special Orders (Inactive)

Contains a copy of each Special Order issued by the originating source which has been superseded, rescinded, or canceled. Record copy maintained by the originating source. Retain three years after order has been superseded, rescinded, or canceled, then destroy.

4 Memoranda (Active)

Contains a copy of all Memoranda issued to disseminate information which does not warrant a formal order. This file also includes the Memoranda Order Issuance Record. Retained by the originating authority until superseded, rescinded, or canceled, then remove to the inactive file.

4-1 Memoranda (Inactive)

Contains a copy of each Memoranda issued by the originating source which has been superseded, rescinded, or canceled. Record copy maintained by the originating source. Retain three years after Memoranda has been superseded, rescinded, or canceled, then destroy.

5 Status Reports

Contains copies of those reports prepared by Commanders at originating source and used to produce the Department Annual Report, as well as to review the operating efficiency of individual Detachments. Record copy maintained by the originating source. Retain three years and until no longer needed, then destroy.

6 Statistical Survey and Reports

Contains printouts from Uniform Crime Reports, Maryland Automated Accident Reporting System, Automated Incident Reporting System and related summaries. Create files as needed. Record copy maintained by originating source.

6-1 Uniform Crime Reports

6-2 Maryland Automated Accident Reporting System

6-3 Automated Incident Reporting System

6-4 Survey

6-5 Related Summaries

Retain record copy, plus support data such as monthly and quarterly summaries one year, then destroy. Retain annual summaries used as support data ten years, then destroy. Non-record copies may be destroyed when no longer needed.

7 Daily Radio & Detachment Logs (CAD/RMS)

Daily Detachment Logs: Contains a record of information not entered on the Complaint Control Ledger, including incoming and outgoing telephone calls recorded as needed. Attach the Post Designation Report, Radio Log, Vehicle Inspection Report, and Control Console Continuation Sheet. Cutoff annually. Retain three years, then destroy.

8-1 MILES Message Log

Contains a record of monthly messages transmitted at the originating sources. Record copy of MILES Message Log maintained by the originator. Cutoff annually. Retain three years, then destroy.

8-2 MILES Messages (Open)

Contains the record copy of any MILES Message relating to the theft of firearms where a serial number is known. Retain for NCIC validation as long as needed or until property is recovered. When property is recovered, place record in ADM 8-3.

8-3 MILES Messages (Closed)

Contains the record copy of MILES Messages pertaining to stolen firearms that have been recovered and cleared from NCIC. Retain until information removal has been verified by semi-annual validation process. Retain until information removal has been verified by semi-annual validation process.

9 Local Meeting (Minutes)

Contains minutes of meetings attended by Detachment Commanders and Assistant Commanders. Record copy maintained by local detachment. Retain three years, then destroy.

10 General Department Correspondence

This file contains all general correspondence. Retain three years or until no longer needed, then destroy.

B. PERSONNEL ADMINISTRATION

These files include correspondence which concern personnel classification, assignment, performance rating, leave, duty schedule and other related topics which document the status of uniformed and civilian employees.

PER

1 Leave and Duty Schedules

Contains monthly on and off-duty status of personnel (leave sheets). Retain three years, then destroy.

2 Complaint Against Personnel (CAP's)

Contains individual personnel investigation cases both sustained and any associated disciplinary action. Original record copies maintained by CID. These files will be kept separately in a secured location and locked cabinet.

2-1 Personnel Complaint Control Log

Contains a record log of all personnel complaint investigations. Cut off annually.

3 Call In Sheets

Form used to capture personnel who call in for sick and or emergency leave and those who are calling to report that they will be late. Retain for one year, then destroy.

4 Payroll Signature Sheets

Contains signed payroll sheets. Retain for one year, then destroy.

5 DGS-MCP Personnel Roster

Will include organizational chart. Retain until superseded.

6 Eligibility List

Contains lists of qualified applicants for various DGS-MCP classifications. Retain current list until superseded.

7 DGS-MCP Position Description

Contains position descriptions for DGS-MCP personnel. Retain until superseded.

8 Completed Position Descriptions

Contains requested and approved position reclassification. Retain until superseded.

9 DGS-MCP Interview Questions

Contains a list of questions for Police, Police Communications and Security Officers classifications. Retain until superseded.

10 Requests to Fill Vacancies

This file includes request to fill vacancies. Retain for two years, then destroy.

11 Request for Transfer or Withdrawal

This file will include requests for transfers. Retain until transfer is complete, then destroy.

12 DGS-MCP Administrative Directives (Directive Manual)

These files will be kept in a separate file drawer. Retain until superseded.

13 Accident Reports (IWIF)

Contains copies of employees' accident reports. Retain non-record copy for two years, then destroy.

C. FISCAL

These files consists of all correspondence, records, reports and materials which relate to the fiscal management of DGS-MCP.

FIS

1 Budget Requests

This file contains last two fiscal years of budget requests. Retain copy for two years.

2 Calendar Orders

This file contains requests for calendars for coming calendar year. Retain for one year, then destroy.

3 Cost Analysis

This file contains DGS-MCP Form #138. Retain one year, then destroy.

4 Report of Fixed Assets (Inventory)

This file contains the current report of fixed assets as verified by the Detachment Commander. Retain for one year, then destroy.

5 Overtime/Compensatory Time

This file contains a record of all overtime and reimbursable overtime for each pay period. Retain for one year, then destroy.

6 Open Requisitions

This file contains copies of requisition for items that have not been received

6-1 Closed Requisitions

This file contains copies of requisitions of items that have been received. Retain one year, then destroy.

7 Duplication Request

This file contains copies of requested and completed printing orders. Retain one year then destroy.

8 Time Sheets

This file contains Headquarters copy of time sheets.

9 Equipment & Clothing Records

These files contain records of equipment and clothing contracts, specifications and clothing and equipment which have been disposed of. Retain for one year, then destroy or until no longer needed.

10 Vehicle Maintenance Service Schedule

This file contains the projected maintenance service schedule. Retain copy for life of vehicle, then destroy.

10-1 Request for Motor Vehicle Repairs

This file contains all requests for motor vehicle repairs and receipts for completed work. Retain copy for life of vehicle, then destroy.

10-2 Monthly Motor Vehicle Inspection

This file contains the original motor vehicle inspection form. Retain for life of vehicle, then destroy.

D. OPERATIONS

These files consist of correspondence and reports of all criminal and non-criminal investigations initiated at the detachment. Included are supportive documents such as lab reports, statements, records of impounded properties, and other related material required to complete the investigation.

OPS

1 Applicant Investigation

Contains log listing officer, civilian applicants along with the case number and other data on Pre-Employment Investigations. Record copy of log maintained by the Criminal Investigation Division. Retain log three years after investigations are complete, then destroy.

2 Warrants - Open

Contains all open warrants and related documents authorizing personnel to take into custody individuals named thereon.

2-1 Warrants – Closed

Contains all closed warrants and related documents.

3 DGS-MCP Court Notification Log

This file shall contain a copy of the summonses, i.e., criminal/ traffic, issued to DGSP personnel commanding their appearance in court. The file will contain an individual folder for each member of the detachment. Folders in the file will be arranged in alphabetical order according to the last name of the detachment personnel. The summonses will be maintained in ascending order, i.e., recently received summonses will be filed towards the front. Retain completed logs and file copy of the summonses for one year, then destroy.

4 Complaint Control Ledger (CAD/RMS)

4-1 Criminal Investigator Caseload Ledger (Form 84)

Contains all pages of the Criminal Investigator Caseload Ledger Form 84. Record copy maintained by originating source. Retain one year, then destroy.

5 Incident Reports (CAD/RMS)

Contains all Incident Reports, with applicable supplementary reports attached, Request for Laboratory Examination and Examination Analysis Results, where applicable, and Witness Statement-Criminal Investigation.

6 Crime Prevention Reports

Contains copies of all Security Review forms and Incident Reports Form 88 relating to crime prevention. Record copy retained by the originating source. Retain three years, then destroy.

7 Criminal Investigation Reports (Open) (CAD/RMS)

Contains all Criminal Investigation Reports with applicable Supplementary Reports attached.

7-1 Criminal Investigation Reports (Closed) (CAD/RMS)

Contains all closed Criminal Investigation Reports.

7-2 Criminal Investigation Reports (Suspended)

Contain all suspended Criminal Investigation Reports not having active MILES/NCIC entries.

8 Vehicle Report (Open) (CAD/RMS)

8-1 Vehicle Report (Closed) (CAD/RMS)

9 Request for Police Reports

Contains all requests for copies of DGS-MCP reports. Retain three years from open date, then destroy.

10 MILES/NCIC (Active File)

Contains copies of opened, closed or suspended Criminal Investigation Reports and Incident Reports having active MILES/NCIC entries for stolen vehicles, boats, guns, articles, securities, tags, unidentified persons and wanted persons. Retain reports in this file until MILES/NCIC entry is cleared, return reports to the appropriate file (opened, closed or suspended) and retain as schedule indicates.

11 Citation Book Issuance Control Ledger

Contains a record of citation books issuance to officers. Coded by citation number and issued in sequential order. Record copy maintained by originating source. Retain completed forms three years, then destroy.

11-1 Traffic Citation Transmittal Form

Contains record of those citation copies which are forwarded to District Court on a daily basis. Record copy maintained by the appropriate court.

12 Warnings

Contains copies of the official DGS-MCP Warning issued. Retain three years from date of issue then destroy.

13 Field Observation Reports

Contains copies of Field Observation Reports used as an intelligence gathering document. The record copy will be filed in the Detachment by date and area. Retain ninety days, then review for consideration for further retention or destroy. If the information gathered initiates or pertains to an open investigation, a photocopy of the report will be placed in the appropriate case folder.

14 Monthly UCR Reports

Contains non-record copy of monthly detachment UCR reports. Retain one year, then destroy. Record copy maintained by UCR.

15 Property Records (Open)

Contains open property records filed consecutively by property record number, with related documents such as Request for Laboratory Examination form, Crime Laboratory Division Evidence Receipt and/or Court Receipt for Property.

15-1 Property Records (Closed)

Contains all completely closed property records and all attachments. Retain nonrecord copy one year after full release, then destroy.

15-2 DGS-MCP Detachment Property Log

Contains data itemizing all material being held by DGS-MCP detachments and disposition of same Form 99. Record copy of logs retained by the originating source. Retain log five years, then destroy.

16 Building Sign In/Out Logs

This file contains copies of sign in/out logs for each detachment with regards to after hours access and egress. Retain for two years, then destroy.

17 Contractor's Log

Contains the daily sign in/out, name and number of the contractor working at the Detachment. Retain one year, then destroy.

18 Key Control Logs

This file contains the daily record of keys issued and received by the Detachment. Retain one year, then destroy.

19 Emergency Vehicle Assistance (CAD/RMS)

20 Special Work Orders

This file contains original copies of special work notifications for maintenance and contract work after hours. Retain for one year then destroy.

21 Special Details

This file contain correspondence which relates to special events/functions which occur on an annual basis. (Examples - Commission Week, Navy football). Retain for one year then destroy.

22 Parking

Contains correspondence pertaining to daily parking. Retain list(s) for one year then destroy.

23 Patrol Checks (CAD/RMS)

These files contain information pertaining to request for after hours access, egress, special event notification and/or temporary change of procedure.

E. TRAINING

Documents in this file consist of brochures, announcements, schedules and reports requiring attendance at, or participation in, training programs conducted at police academies and various institutions.

TNG

1 General Training Correspondence

This file contains all general training correspondence. Retain three years or until no longer needed, then destroy.

2 Academies and Special Courses

Contains informative materials relating to special schools available to DGS personnel.

3 Request for Special Assignment/Training Reports

Contains copies of requests for training or special assignment reports. Retain until action is taken on the request, then destroy.

4 Weapons Qualification (Combat Course)

Contains records of training and qualifications with department firearms recorded on DGS-MCP Qualifications/Rounds Score Sheet. Copy forwarded to Maryland Police Training Commissions. Original copy maintained by DGS-MCP Commander/Training Unit. Retain two years, then destroy.

5 In service Program

Contains records of In service training and scores. Record copy/diskette forwarded to Maryland Police Training Commissions. Non-record copy maintained by DGS-MCP Commander/Training Unit. Retain two years, then destroy.

6. MPTC Correspondence

This file contains all MPTC correspondence. Retain three years or until no longer needed, then destroy.